



DEPARTMENT OF THE ARMY
UNITED STATES ARMY EUROPE AND SEVENTH ARMY
UNIT 29351
APO AE 09014-9351

AEAGA-CE

27 August 2008

MEMORANDUM FOR Commanders of USAREUR Major Subordinate and Specialized Commands and HQ USAREUR/7A Staff Principals

SUBJECT: Delegation of Authority to Approve Payment of Expenses to Obtain Professional Credentials for Army Civilian Employees in USAREUR

This memorandum expires in 2 years.

1. This memorandum supersedes memorandum, USAREUR, AEAGA-CE, 2 April 2008, subject as above.

2. References:

a. Memorandum, Office of the Secretary of Defense, 17 June 2002, subject: Payment of Expenses to Obtain Professional Credentials.

b. Memorandum, Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs), 20 June 2003, subject: Payment of Expenses to Obtain Professional Credentials for Army Civilian Employees.

3. Reference 2b authorized major Army commands to pay for the expenses of Army civilian employees to obtain and renew professional credentials, including expenses for professional accreditation, professional licenses, certification, and examinations to obtain such credentials. Commanders of USAREUR major subordinate and specialized commands (AE Reg 10-5, app A) and HQ USAREUR/7A staff principals are hereby delegated authority to approve the payment of these expenses for U.S. appropriated fund (APF) and nonappropriated fund (NAF) employees assigned to their command or organization. This authority is effective on the date of this memorandum, is not retroactive, and may be further delegated in writing to the lowest practical level.

4. The payment of expenses associated with licensing and certification, such as travel and per diem costs to take a required exam for certification, may be authorized only when deemed critical to mission accomplishment and required for the employee's position by local, State, or Federal authority. Payment for academic degrees or fees for membership in professional societies or organizations is not authorized.

5. Commanders and staff principals may authorize the payment of expenses when it benefits their command or organization, enhances the job performance of employees, and supports Army missions and goals. The payment of expenses may also be used as an incentive to help recruit and retain high-quality personnel.

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6. The USAREUR G8 maintains funding specifically for these expenses. Commands and staff offices desiring to reimburse authorized expenses will contact their command analyst in the Execution Branch, Program and Budget Division, Office of the Deputy Chief of Staff, G8, HQ USAREUR/7A, to obtain funds.
7. Commanders and staff principals will ensure that this authority is used in strict compliance with applicable laws, policy, regulations, and requirements prescribed by the Office of Personnel Management, the Department of Defense, and the Department of the Army.
8. USAREUR procedural guidance is available at http://www.per.hqusareur.army.mil/cpd/recruitment_retention_incentives.

FOR THE COMMANDER:



BYRON S. BAGBY
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Chief of Staff